



2007

Arizona Rides Annual Report

January 1, 2007 - December 31, 2007

**Arizona Department of Transportation
Public Transportation Division**

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A Letter from the Arizona Rides Council Chairman

Mr. Jim Dickey
Director – ADOT Public Transportation Division

It has been a pleasure serving as your Arizona Rides Council Chair these past three years. However, I could not have managed this enormous task alone. The Arizona Rides Council, the Arizona Rides program staff, and working groups were all phenomenal. I appreciate all that everyone has contributed. As Council members and Arizona Rides staff, you have proven yourselves as leaders during this past year.

As the Council Chair, I have asked members this year to once again participate in quarterly forums to discuss local, regional, and statewide coordinated transportation issues and initiate solutions; promote statewide coordination of special needs transportation; provide oversight and direction to the state's coordinated transportation efforts; and provide the state's legislature with Arizona Rides outcomes and recommendations. These expectations have been met and exceeded.

I had the privilege of leading ADOT's response to Executive Order 2007-02, *Expanding Arizona's Transportation Options* with an excellent working group. ADOT was tasked with providing future options for mass transportation, commuter rail, and light rail. ADOT partnered with a diverse mix of key state transportation stakeholders to discuss the options and plan considerations around costs, funding, state role in finance, and strategic players. The Arizona Rides program and Council input figured predominately in ADOT's response.

Looking toward the future I see:

- A joint effort between ADOT and DES in providing the leadership for Arizona's human services coordinated transportation.
- An improved media relations effort in the partnering of ADOT and DES with other government and private sector entities in the planning and participation in regional coordinated human services transportation conferences.
- Action on the prioritization, selection, and support of annual human services coordinated transportation projects addressing statewide human services transportation issues.
- Mobility managers within each COG and MPO who can respond to local human services coordinated transportation situations and provide regional focus on statewide transportation issues.

The following annual report brings focus and attention to this year's efforts of the Council and sets a framework for future coordinated efforts through the Arizona Rides program.

All totaled, it has been a great year! Thanks to each of the Council members and staff for your participation.

JD



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Executive Summary

Coming into the third year of the Arizona Rides initiative, coordinated transportation efforts are still increasing in Arizona. The Pinal Rides pilot project has launched two new corridor routes for human services coordinated transportation and supported the collaboration between partnering agencies to host local training events. Regions continued working to develop their local coordination plans. ADOT presented workshops throughout the State along with RAE Consultants, Inc. to assist regional human services providers with a template to help them focus on the development of their coordinated transportation plans as required by federal transportation legislation. The workshops have been well attended and, in numerous cases, resulted in the immediate coordination of efforts between human service providers.

The Arizona Rides Council created a strategic plan for increased effectiveness. Council members and staff have been actively involved in various transportation conferences and seminars throughout the state providing current program status and information to participants. The Council has investigated mobility management, liability and insurance issues, media and public relations, and regional coordination plans for human services transportation and other issues which make coordination between and among agencies/organizations difficult. They are also pursuing a focus region for another demonstration project to sponsor in coordinated human services transportation.

With the advent of new federal transit grant programs, Arizona Rides looks forward to increased coordinated efforts between a variety of programs. A non-inclusive list includes: ADOT's administration of the FTA Section 5310 (Elderly and Disabled), 5311 (Rural Public), 5316 (Job Access and Reverse Commute) and 5317 (New Freedom) transportation programs as well as partnering with the Section 5307 (urban) programs. The programs provide assistance to the state's rural and special needs transit providers in their locally developed, coordinated public transit – human services transportation plans. Arizona Rides will provide the framework for these plans that will be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.





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Introduction

In December 2005, following the *Action Plan & Statewide Assessment*, the Arizona Department of Transportation (ADOT) submitted a grant application on behalf of Arizona Rides to the Federal Transit Administration (FTA) for a second round of United We Ride (UWR) grants. The intent of FTA's 2006 UWR follow-up grant program was to assist states with the implementation of their action plans. February brought the good news of preliminary approvals for funding Arizona's proposal, but due to the number of proposals submitted nationwide, FTA's initial budgeting limited maximum awards. However, the high demand resulted in later adjustments that put ADOT on top again – to its requested level. ADOT's proposal focused on assisting regions, through their Council of Governments (COGs) and Metropolitan Planning Organizations (MPOs), to form regional and sub-regional coordination committees to reinforce implementation of the Arizona Rides Action Plan at the local level. A third round of UWR grants has not been announced, but is anticipated.

Program Background

United We Ride

On February 24, 2004, President Bush issued Executive Order #13330 termed "United We Ride" (UWR), which was the culmination of several years of work at the federal and other governmental levels nationwide to develop a concept to improve coordination in human services transportation. A UWR *Framework for Action* plan was drafted by the Interagency Transportation Coordinating Council on Access and Mobility (CCAM), a coalition of the US Departments of Transportation, Health and Human Services, Education, Agriculture, Labor and others. These guiding principles provided the foundation for state and local government to develop their own action plans for coordination among and between departments and regional and local agencies.

During the course of planning for United We Ride, CCAM discovered that 62 federal programs provide some form of funding for state, regional and local transportation for human services, with the FTA being only a few of these. With this surprising revelation, a variety of recommendations were presented that formed the foundation for UWR. A premise was developed by CCAM that by reducing redundancy and other inefficiencies in federally funded human services transportation, the end-use customer would benefit by enjoying improved time, cost, and convenience in transportation services.



Arizona Rides Background

Soon after the issuance of the President's UWR Executive Order, Governor Napolitano called for a Working Group to begin to build a framework for Arizona. In the fall of 2004, the Working Group submitted a grant proposal to the FTA to assist with UWR planning, and in January of 2005 the grant was awarded. Public Consulting Group (PCG) was selected to carry out the two primary components for this work: conducting a statewide assessment of funding sources, streams, and coordination conditions, and developing an action plan for State agencies, including recommendations for further regional implementation.

Lending further commitment to improved coordination in Arizona, on July 6, 2005, the Governor signed Executive Order 2005-16, formalizing the "Arizona Rides" initiative. This instituted the Arizona Rides Council with membership that includes State departments, Councils of Governments (COGs), Metropolitan Planning Organizations (MPOs) and the Governor's Office itself.

In December 2005, the Council submitted the Arizona Rides Action Plan to the Governor's Office. This comprised four activity areas: Information and Awareness; Identify Barriers and Opportunities; Building Capacity for Coordination; and Coordination Plans, and three primary groups: ADOT—representing transportation expertise with a significant program of federal transit grantees serving human services needs statewide; DES, AHCCCS, and DHS—representing human service agencies managing a significant budget and comprising a complex array of state and federal assistance programs within Arizona's communities; and COGs and MPOs—as the core local and regional organizing and implementing mechanisms.

Membership

Arizona Rides Council

The Arizona Rides Council membership consists of:

- John Anderson, Arizona Transit Association
- Brian Babiars, Western Arizona Council of Governments
- Cherie Campbell, Pima Association of Governments
- Anna Maria Chavez, Governor's Office, Intergovernmental Affairs
- Rex Critchfield, Arizona Department of Economic Security
- Jim Dickey (Chair), Arizona Department of Transportation
- Ann Froio, Arizona Department of Health Services
- Richard Gaar, SouthEastern Arizona Governments Organization
- Olivia Guerrero, Pinal-Gila Council for Senior Citizens
- Michael Hegarty, Governor's Office on Highway Safety
- Martin Ince, Flagstaff Metropolitan Planning Organization
- Maxine Leather, Central Arizona Association of Governments
- Marie Lopez-Rogers, City of Avondale



- Mack Luckie, Yuma Metropolitan Planning Organization
- Linda Martin, Arizona Health Care Cost Containment System
- Michael Medoro, Easter Seals
- Jim Murphy, Pima Council on Aging
- Jodi Rooney, Central Yavapai Metropolitan Planning Organization
- Amy St. Peter, Maricopa Association of Governments
- Ken Sweet, Northern Arizona Council of Governments

The Inter Tribal Council of Arizona (ITCA) has a pending nomination for Warren Kontz, which would fill that membership vacancy.

The following Council memberships are vacant:

- Arizona Department of Corrections
- Navajo Transit System

A Council attendance list is presented in Appendix A.

Arizona Rides Partners Working Group

A Working Group met this year in January with members from ADOT, DES, AHCCCS, and DHS. The purpose of this meeting was to discuss each department's transportation program delivery methods. Each department presented the premise of their transportation program efforts, guidelines for service delivery, methods of service delivery, funding sources for service delivery, brokering and contracting issues, and current state of affairs for better understanding of how these processes work.

Discussion minutes from that meeting are presented in Appendix B-1.

Arizona Rides Sub-Working Group

The Arizona Rides Sub-Working Group consists of fourteen (14) members from Arizona's COGs, MPOs, and government human services agencies. The last meeting of this group was held on May 23, 2006 to discuss grant updates (FTA Implementation, Section 5310 Coordination / SAFETEA-LU, FTA-ITS Pilot Project, and other grant opportunities such as the new 5316, 5317 programs), and an update on the Pinal Pilot Project. The purpose of this Working Group is under consideration for being in charge of their respective Regional Transportation Coordination Plan.

ADOT

This year saw the maturation of the Arizona Rides Coordinator position. This position is responsible for organizing and implementing the Arizona Rides (United We Ride) initiative at the department level and staffs the Arizona Rides Council and any Working, or Sub-Working, Group meetings. It assists the regional and statewide partners by researching, strategizing, and implementing their human services coordinated



transportation action plans and promoting mobility management. The coordinator also assists in the administration of the FTA Section 5310, 5311, 5316, and 5317 programs.

Meetings

Arizona Rides Council

The Council meets at:

Arizona Department of Transportation
1st Floor Board Room
206 S. 17th Avenue
Phoenix, AZ 85007-3213

Meetings were held (See Appendix B-2 for meeting minutes):

- February 20, 2007 10:00-12:00 noon
- June 26, 2007 10:00-12:00 noon
- October 9, 2007 10:00-12:00 noon
- December 6, 2007 1:00-3:00 p.m.

Executive Order 2007-02

On January 8, 2007, Governor Napolitano issued Executive Order 2007-02, *Expanding Arizona's Transportation Options* (Appendix C) directing the Arizona Department of Transportation (ADOT) to report on statewide transit options within 90 days. The intention of this Executive Order is to report on serving and connecting, as efficiently as possible, those Arizona communities for which such options would be cost-effective. The ADOT report will include information about transit needs as well as an assessment of potential public and private funding sources.

An Executive Order Working Group (EOWG) was formed to identify a program list, a public input process, and to meet one-on-one with key stakeholders such as: the Arizona Rides Council, Arizona State University (ASU), Arizona Transit Authority (AzTA), Burlington Northern and Union Pacific, local cities, and Valley Metro.

The public was encouraged to attend an open house to provide input regarding options for mass transit, commuter rail, and light rail. The purpose of the open house was to identify public interest and concerns, and answer questions about the project.

Considerations around costs, funding, state role in finance, and players were critical factors. Eight public meetings, and one Tribal Forum, were held across the state:

- Sierra Vista March 7, 2007, 5:30pm, City Hall, Council Chambers
- Tucson March 8, 2007, 5:30pm, Randolph Golf Course, Copper Room
- Phoenix March 13, 2007, 5:30pm, Burton Barr Central Library, 4th Floor



- Flagstaff March 14, 2007, 5:30pm, City Hall, Council Conference Room
- Lake Havasu City March 15, 2007, 5:30pm, City Recreation/Aquatic Center
- Show Low April 24, 2007, 5:30pm, Calvary Baptist Church, Fellowship Hall
- Prescott April 25, 2007, 5:30pm, Yavapai County Board Room
- Yuma April 26, 2007, 5:30pm, City Hall, 1st Floor Conference Room
- Phoenix May 8, 2007, Tribal Forum, 10:00am, Heard Museum

At the February 20, 2007 meeting of the Arizona Rides Council, Jim Dickey (ADOT and Council Chair) directed the Council to a handout developed by the Executive Order Working Group, which was a list of programs around the Executive Order. The handout focused on three major points: Mass Transit, Commuter Rail, and Light Rail. Under the Mass Transit heading were twelve bullet points. He focused on numbers 1, 2, 3, 6, and 8 as they had Arizona Rides implications:

- Connecting Communities
- Enhancing Rural Transportation Programs
- Serving Elderly and Disabled Populations in Rural Arizona
- Sharing Rides and Van Pooling
- Planning and Marketing Programs

Jim reminded the Council that the goal of this meeting was: How can we take the Arizona Rides program and push it into this agenda (the bullet points mentioned above) with some program-level recommendations, such as mobility management.

Jim recommended tying the two Executive Orders together (the Arizona Rides Executive Order 2005-16 Establishing the Arizona Rides Council and the new Executive Order 2007-2 Expanding Arizona's Transportation Options). One of the things to accomplish was to try and develop a baseline mentality – what is it that needs to be available to every person in Arizona. In that regard, the human services-level programs really represent that baseline (those subsidized by LTAF II). The Council will begin to focus on and try to identify what core or baseline services really are. These are the places where the state support, direction, and authority can really be capitalized on. The Arizona Rides Partner meeting, held a month earlier, was the start of this focus.

The Council then provided input regarding its recommendations for transportation coordination. The council recommended the following:

- LTAF II funding
- Mobility Management / Human Services transportation issues
- JARC and New Freedom enhancements



- County Rides (expanded Pinal Rides program)

It is expected that information from the Executive Order report will provide valuable background to ongoing statewide Framework studies as part of a larger Arizona Transportation Program plan.

Pinal Rides Coordination Pilot Status

The Pinal Rides Demonstration Project is in its third year. Initially, the Pinal Rides Coordinated Transportation Demonstration Project was championed by the Arizona Rides Council, Pinal-Gila Council for Senior Citizens, and the Area Agency on Aging to:

- Showcase coordination at the local and sub-regional level (a good cross-section of human services agencies in attendance).
- Begin service (coordination) going from outlying rural communities to the regional center (Casa Grande) where there had been none before.
- Combine local funds with ADOT/Arizona Rides seed money to achieve new accomplishments in an area with growing needs but historically scarce resources.

ADOT provided a consultant on behalf of Arizona Rides to initiate and guide the process and ADOT staff to oversee the progress.

Phase 1 (2005): The Study

- ADOT/Consultant made a presentation to the Pinal County Community Network Team (*4.7 Group*), a coalition of local DES program providers and local human service administrators, Cities, Towns and County. The Pinal Rides Advisory Study Group was an outgrowth of that initial meeting / attendees. The group was selected based on needed representation from different target groups needing transportation, such as: developmental disabilities, behavioral health, aging, persons with disabilities, cities, towns, and other local agencies.
- Using federal United We Ride guidance, a local study group met numerous times with the consultant to build a frame-work of participants, objectives, expectations, and an inventory of resources. In addition, local Pinal County city's and town's LTAF funds were utilized and contributed to assist in the planning process (City of Maricopa, City of Casa Grande, Town of Florence, and Pinal-Gila Council for Senior Citizens).

Phase 2 (2006): Implementation

- Fledgling routes were established with Pinal-Gila Council for Senior Citizens taking the lead and Pinal Rides Advisory Committee serving as advisors.
- ADOT provided a 5310 van (wheelchair lift-equipped cutaway) for the route(s)
- Master trainers were trained from both 5310 and 5311 programs. They scheduled and coordinated training that was shared among several core team



participants, including, initially, ADOT sponsored Passenger Assistance Safety & Security (PASS) training.

- Continued attempts to have a permanent regional sponsor for the coordination council or committee have been an on-going task.

Achievements through 2007:

- Brought disparate agencies' needs together at the Council table—some for the first time. This had been attempted before, however, backing of Arizona Rides helped to give this project more visibility and (hopefully) a longer-term ability to sustain success.
- Broke down barriers between providers. Transportation providers now realized that they cannot do it alone and needed to participate in coordinated transportation efforts.
- New community corridor routes established for residents, seniors, disabled, and low income residents – Florence to Coolidge to Casa Grande; Eloy to Casa Grande to Toltec and Arizona City. Casa Grande to Maricopa.
- Mutual/collaborative agency training programs including PASS being held regionally for both Pinal and Gila County transportation providers each quarter, or more often as needed.
- Shared usage of transportation resources: written / video / policy materials.
- Pinal Rides Advisory Committee continues to meet monthly for enhanced coordination opportunities.
- Pinal Rides Advisory Committee wrote a proposal to ADOT and was selected to participate in the Mobility Management Program beginning in October 2007. They recently hired a mobility manager to enhance project goals.
- Pinal Rides Advisory Committee will extend its expertise to Gila County transportation provider agencies and assist in providing technical assistance to Gila County provider network beginning November 1st, 2007.

Still working on:

- Establishing a permanent coordination committee or council with local government backing – such as a city, town or county.
- Expanding routes, increasing rider-ship and partnerships; fine-tuning route operations, scheduling, and stops.
- Role of a Mobility Manager in the project and region.

Lessons learned:

- Need a “local champion”...but a *continuous* effort to recruit and develop new champions needed throughout.
- Start early and start small by making grass-roots, local political/decision-maker, and connections.



- Do not under-estimate how long it takes to get “coordination” off the ground along with its initial costs.
- Use the committee and council structures you already have – at least to get started and gain support.

Costs:

- ADOT: \$35,000 initial start-up for consultant design and develop the process.
- ADOT: \$50,000 for continuation of consultant assistance to wrap up design and guide initiation / implementation of service.
- ADOT van and service:
 - ❖ \$43,000 capital value: \$33,000 federal, \$10,000 local matching funds from Pinal-Gila Council for Senior Citizens (PGCSC).
 - ❖ \$34,000 local cost for basic 1 Yr - local operating and administration.
- ADOT staff and materials: approximately \$10,000.
- LTAF: \$4,500 and Older Americans Act / PGCSC: \$5,000
- Miscellaneous (but considerable) local staff resources (committee meetings, local travel, flyers, other communication).

As intended, the Pinal Rides project has become a test pilot for local human service providers working together, including the capture of important successes as well as lessons learned along the way. The group is now looking for a permanent host agency. The project has been particularly impressive in the way its members, representing many diverse interests and client groups, have embraced matters of mutual interest with a consistent collaborative and can-do mindset.

As an illustration of can-do coordinated transportation efforts in action, it was demonstrated during an emergency situation last August following a storm that hit Coolidge, Florence, and Casa Grande causing a 3½ day power outage. Pinal Rides mobilized its van to provide emergency human services transportation, along with providing water and ice to those in need.

Coordinated Driver Training. This year, approximately 30 people have been certified to teach and train individuals in Passenger Service and Safety (PASS); 20 in Defensive Driver; 15 in CPR / AED; and 10 in First Aid since coordinated training efforts began more than a year ago in the Pinal County region. Dan Harrigan (ADOT Training Coordinator) assembled training “tool boxes” containing videos and materials to be used in the training sessions. He has also been busy in transferring training VHS cassettes to more modern DVD format. Marsha Ashcroft (Horizon Human Services) has one of the tool boxes and will serve as a training resource center for the Council making it available in the Pinal County region.



Marsha Ashcroft and Dean Hanley (Horizon Human Services) anticipated next year goals for setting up training calendars for 2007 and 2008, a process to involve new participants in the training program, along with a training costs matrix.

Coordinating Council. The Pinal Transportation Coordination Demonstration Project (Pinal Rides) membership is looking for sponsorship as a Pinal Transportation Coordinating Council in the CAAG region. Coordinating Council membership has been contacting representatives of cities, towns, and Pinal County government regarding the possibility of creating a Coordinating Council through a Memorandum of Understanding (MOU). Due to the increased coordination effort requirements by SAFETEA-LU for 2007, this project must be included in a Regional Coordination Plan for the CAAG region – which it is.

The Coordinating Council is considering expansion of coordination efforts into Gila County.

The Coordinating Council agreed to sponsor a mobility manager who would be employed within the Pinal-Gila Council for Senior Citizens (PGCSC) organization starting in October. This position would also function within the Coordinating Council. Rates of participation would start at:

| Dates | Pinal Rides Projects | PGCSC Transportation Projects |
|------------------------|----------------------|-------------------------------|
| October – January 2008 | 50% | 50% |
| February 2008 – on | 75% | 25% |

Corridor Service Demonstration Project. The start-up of the pilot corridor service was intended to begin October 1, 2006 with one day-a-week service in each of two corridors (Florence-Coolidge-Casa Grande and Eloy-Casa Grande-Maricopa) for a trial period of six months and with a preliminary budget of \$16,000. The 5310 van has been delivered to Pinal-Gila Council for Senior Citizens (the initial operator) and the routes and stops determined. The budget has been finalized, which included start-up costs, on-going costs, and continued funding. There was anticipation of additional funding sources from LTAF II, Medicaid, and Ryan White Act. The start-up goal of \$5,600 in coordinated funding through other agency commitment to the project still needs to be obtained.

The 50-page Operating Policies and Procedures Manual, produced by RAE Consultants, Inc., was reviewed and accepted for use by the Coordinating Council.

This year, the corridor service began full operation the week of January 8th, with the scheduling of trips starting from December 2006. Sub-committees have been working on operations (bus stops within towns and cities and vehicle signage), marketing (flyers, agency and community contacts, advertising and photo opportunities), and data



collection and reporting (rider data, trip information, trip scheduling and reporting) in anticipation of the full corridor transportation service and increased rider-ship.

Presently, the two-corridor service operates routes on Monday to Casa Grande, Coolidge, and Florence, and on Thursday to Casa Grande, Maricopa, Eloy, Toltec, and Arizona City. The service has 21 registered riders, with 6-10 riders per week.

Regional Transportation Coordination Plans

SAFETEA-LU requires the establishment of a “locally developed, coordinated public transit-human services transportation plan” for all FTA programs for underserved populations: the Section 5310 (Elderly Individuals and Individuals with Disabilities) program; the Section 5316 (Job Access and Reverse Commute) program; and the Section 5317 (New Freedom) program.

SAFETEA-LU does not define an acceptable plan, and FTA has not yet developed criteria for the plan. However the FTA and the United We Ride initiative have published guidelines through the Framework for Action: Building the fully coordinated transportation system. SAFETEA-LU does require, however, that representatives of public, private, and non-profit transportation providers, human services providers, and the public all participate to develop a plan for 5310, 5316 and 5317 grant awards. ADOT recommended that there is one coordinated plan that incorporates the components of the 5310, 5316, and 5317 programs along with information provided for the 5311 (Rural Public Transit) for each Arizona COG/MPO region. This coordinated plan includes elements that address the unique needs of the regional population (specific to those of the 5310, 5316, and 5317 populations), but it also recognizes that many human services transportation needs cross these unique population groups, and that individuals frequently fall within several population categories. The plan shows opportunities to coordinate transportation services so as to minimize the duplication of efforts and enhance services.

Beginning in FY 2007, as a condition of Federal assistance under Sections 5310, 5316, and 5317 programs, the recipient must certify that the projects selected were developed and originated from their regional coordinated plan.

ADOT with the assistance of RAE Consultants, Inc. developed the regional coordination plans in 2006. They have been turned over to the regional COGs and MPOs to facilitate coordination efforts for future human services transportation coordination planning. ADOT has posted the most current copies of the regional plans on its website at: <http://www.azdot.gov/ptd/AzRides.asp>

Mobility Management

FTA Title 49 U.S.C., Chapter 53, Section 5302-Definitions defines mobility management as an eligible Federal capital expense supported with 80 percent federal public



transportation funding. It states further that mobility management consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a governmental entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility management, however, does not include operating public transportation services.

The Pinal-Gila Council for Senior Citizens applied for a mobility management grant through the 5310 program in the CAAG region. They have been awarded the grant and have a mobility manager on staff. There was also a joint 5310 application for mobility management through Terros and Triple R Behavioral Health in the MAG region. Each of these providers have one of the largest fleets and service areas in the Valley which, when combined, the MAG evaluation panel felt provided an optimal model for inter-agency collaboration.

The Council directed ADOT staff to examine the role of mobility management with an eye toward developing staff positions (creating one new function within DES and supporting an existing ADOT role) and a mobility management job description. This was discussed within the context of the Council developing a related budget line item for the Legislature in support of strengthened mobility management roles and partnerships within ADOT and DES.

ADOT staff researched the development of a mobility management program that would be jointly managed by ADOT and DES. It was hoped that through this type of program a position could be developed that could work across the state agencies to try and understand their interactions, relationships, and coordinate current transportation services and policies. The Council was asked to adopt the program and recommend that a position be established with ADOT taking the lead to make the necessary budget request. ADOT worked on developing a budget request for an FTE to be managed jointly by the agencies. The Council approved the motion.

New Pilot Projects

Following on the heels of the Pinal Transportation Coordination Demonstration Project, ADOT presented to the Council several alternatives for its consideration of new coordination demonstration projects, should a "next round" of United We Ride or related federal funding come to fruition. These projects were the "Tri City" region of Mohave County, the White Mountains, one each in Graham and Gila Counties, and a Cochise County project centered initially around Sierra Vista. Each of the regional representatives forwarding projects to ADOT have indicated that a variety of challenges and opportunities exist for human service coordination which provide the right mix for focused study to implement new or expanded service. Presentations on the regional proposals were made to the Council at the December 6th meeting.



Media and Public Relations

In response to a Council Action Item regarding a Toolkit of educational materials to be used on a local level about coordination and the Arizona Rides program. ADOT was directed by the Council to examine a marketing strategy which included the development and dissemination of a brochure. It was noted that the ADOT Communication and Community Partnerships (CCP) organization was willing to help the Arizona Rides initiative by providing a media and public relations strategy to get information out about Arizona Rides. The Council approved the offer.

The ADOT Communication and Community Partnerships organization have promised that by the end of October a draft strategy will be issued for comment and suggestions. As of this report the Communication and Community Partnerships office has drafted an initial response for Council deliberation at the December 6th meeting.

Funding

The Arizona Rides program is funded primarily through a federal United We Ride grant provided by the FTA. The FFY 05 year was awarded \$35,000 (maximum) for planning and accomplished the Arizona Rides Action Plan. The FFY 06 year was awarded \$74,250 (maximum). During this year, ADOT-PTD matched \$49,995 in other federal transit funds for a FFY 06 total of \$124,245 in funding specifically assigned to the program. A portion of the \$124,245 was distributed to the urban COGs and MPOs. The remainder was set aside for rural COG and MPO human service providers as coordination "seed" money and consultant service in assisting the rural human service providers with the development of their coordinated transportation plans and applications. For FFY07, ADOT allocated \$5,000 to each rural COG and MPO for continued transportation coordination activities. ADOT did not allocate funds to the urban COG or MPO organizations.

During the FFY 07 year, full time staff was provided to the Arizona Rides Program along with the administrative and overhead costs associated with the program to total approximately \$80,000. Staff funding, including but not limited to Arizona Rides Coordinator, Division Director and Program Manager contribution, is augmented with additional federal transit funding associated with ongoing ADOT FTA programs.

Consultant services to assist ADOT and the regional COGs and MPOs with their regional plans were expensed at \$60,000 in FFY06. In order to finalize the regional plans, an additional \$5,000 was added to the previous amount for FFY07.

Proposed project expenses related to the new Implementation Grant activities are as follows:

| | | | |
|--|------------|---|------------------|
| Regional and local stakeholder planning meeting(s) and outreach activities | | | |
| Seven (7) rural COGs/MPOs | \$5,000.00 | x | 7 = \$ 35,000.00 |



| | |
|---|---------------------|
| Continuance of consultant Task 3 from previous year | \$ 5,000.00 |
| Full time staff plus overhead | \$ 80,000.00 |
| Total program | <u>\$120,000.00</u> |

Strategic Plan

At the June 1st 2006 Arizona Rides Council meeting, it was determined that the Council needed to have some strategic direction. A sub-committee was formed of Rex Critchfield (DES), Maxine Leather (CAAG), Cheri Campbell (PAG), Eileen Colleran (ADOT), Gregg Kiely (ADOT), and Steve Rost (ADOT-Chair) to draft a strategic plan over the following 60-90 days. The initial draft plan was derived from the best practices of similar coordinated transportation efforts in the states of Washington, Colorado, and Wisconsin and revised to suit Arizona. The Council has been presented with the draft (Appendix D) and will comment on and finalize the plan at its November 30, 2006 meeting.

The November meeting determined that agencies did not know or fully understand what others at the table did or could provide at the state and federal levels. This had a direct impact on the Strategic Plan. Recommendations were made for key ADOT, AHCCCS, DES, and DHS members to meet together and describe the premise of their transportation program efforts; guidelines, methods, and funding for their service delivery; contracting issues; and their current state of affairs. It was also determined to re-convene the Strategic Planning committee after the ADOT, AHCCCS, DES, and DHS members meet to revisit the strategic plan in January, 2007 as a working meeting for Arizona Rides Partners. Minutes from that meeting are in Appendix B-1. Revision of the Strategic Plan was placed on hold for further discussions and information.

Looking Ahead

2008 will see the efforts of the Council's Arizona Rides Strategic Plan providing a framework and guidance for future operations and ongoing support of the UWR/Arizona Rides coordinated transportation efforts. The issues coordination faces are sure to be increasing, as the regional plans and coordination efforts (especially joint efforts between the 5310/5311 and the 5316 and 5317 programs) become major topics. There will also be a new, and increasing, focus on choosing an annual regional project for concentrated efforts.

The Arizona Rides program can bring a spotlight on learning about the coordination process and coordinated human services transportation to regional conferences and seminars.



The Pinal Rides program will look forward to dedicated sponsorship. It will also lay the groundwork in the area of insurance pools and brokerages, along with coordinated training and vehicle maintenance. The launch of the corridor service will provide increased regional coverage for a variety of passenger needs in that region and will also provide metrics for future expansion, inclusion, or program retirement.

In 2008, the Working Group will take on a more active role in the Arizona Rides program and operate as sub-committees forming and disbanding as necessary.

In an effort to encourage their regional and local partners, working group representatives will be active participants in the statewide coordination workshops and subsequent local and regional committee structures that are being initiated with the Transportation Coordination Plan development process. The new requirement of coordination efforts from this year forward needing to be increased for continued FTA project funding may suggest more contact with regional human services provider agencies. A key element in the success of the planning efforts will be deliberation on recommendations arising from the regional forums, and linking these back to implementation of the Arizona Rides Action Plan.

In all, 2008 looks to be a year of growth and maturity for coordination programs. It will be an opportunity to work with—and providing leadership for—the increased coordination effort posed by new federal requirements which call for enhanced collaboration between Elderly and Disabled (5310), Rural Transit (5311), Job Access and Reverse Commute (5316) and New Freedom (5317) human service providers and with other public and private transportation programs and agencies statewide.

APPENDIX A

Council attendance

Attendance at the Council meetings is required for a voting quorum (50% + 1). Attendance at the meetings is illustrated on the following table. A dashed line in a column indicates non-involvement with the Council at that time.

Arizona Rides Council Attendance

| Council Member | Affiliation | 12/05/ 2005 | 12/19/ 2005 | 3/02/ 2006 | 6/01/ 2006 | 11/30/ 2006 | 2/20/ 2007 | 7/18/ 2007 | 10/9/ 2007 | 12/06/ 2007 |
|--------------------------------------|--|----------------|----------------|---------------|---------------|----------------|---------------|---------------|---------------|----------------|
| John Anderson | Arizona Transit Association | Absent | Absent | X | X | X | Absent | X | Absent | X |
| Brian Babiars | WACOG | X | Absent | Absent | X | Absent | Absent | X | Absent | Absent |
| Cheri Campbell | PAG | X | Absent | X | X | Absent | X | X | X | X |
| Kathryn Chandler | FMPO | --- | --- | --- | --- | --- | --- | X | Absent | Absent |
| Anna Maria Chavez | GOIA | Absent | X | X | X | Absent | X | Absent | X | Absent |
| Rex Critchfield | AzDES | X | X | X | X | X | X | X | Absent | Absent |
| Jim Dickey (Chair) | AzDOT | X | X | X | X | X | X | X | X | X |
| Ann Froio | AzDHS | --- | --- | --- | X | Absent | X | Absent | Absent | X |
| Richard Gaar | SEAGO | X | X | X | Absent | X | X | X | X | X |
| Susan Gerard | AzDHS | X | X | Absent | --- | --- | --- | --- | --- | --- |
| Olivia Guerrero | Pinal-Gila Council for Senior Citizens | X | X | X | X | X | Absent | X | X | X |
| Michael Hegarty | GOHS | X | X | X | X | X | Absent | Absent | Absent | X |
| Martin Ince | FMPO | Absent | Absent | Absent | Absent | Absent | Absent | Absent | Absent | X |
| Maxine Leather | CAAG | X | X | Absent | X | X | X | X | X | Absent |
| Marie Lopez-Rogers | City of Avondale | Vacant | X | X | Absent | X | Absent | Absent | Absent | X |
| Mack Luckie | YMPO | Vacant | X | X | X | Absent | Absent | X | X | X |
| Linda Martin | AHCCCS | --- | --- | --- | --- | X | X | Absent | Absent | Absent |
| Michael Medoro | Easter Seals | Absent | Absent | Absent | Absent | Absent | Absent | Absent | Absent | Absent |
| Jim Murphy | Pima Council on Aging | X | X | X | Absent | Absent | X | X | X | X |
| Jodi Rooney | CYMPO | --- | --- | --- | --- | --- | --- | X | X | X |
| Jack Shambaugh | CYMPO | Absent | Absent | Vacant | Vacant | Vacant | Vacant | --- | --- | --- |
| Anna Shane | AHCCCS | X | X | X | Absent | --- | --- | --- | --- | --- |
| Amy St. Peter | MAG | Absent | Absent | X | X | X | X | X | X | Absent |
| Ken Sweet | NACOG | X | X | X | X | Absent | X | X | Absent | Absent |
| Warren Kontz (pending nomination) | Inter Tribal Council of Arizona | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant |
| | Navajo Transit System | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant |
| | Arizona Department of Corrections | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant | Vacant |
| Attend/Absent Quorum=Y/N | | 12/6 = Y | 13/7 = Y | 14/5 = Y | 13/6 = Y | 10/9 = Y | 11/8 = Y | 14/7 = Y | 10/11 = N | 12/9 = Y |

APPENDIX B

B-1

January 8, 2007

Working Meeting: Arizona Rides Partners Meeting Minutes

In attendance: Cathie Rodman (DES), Rodd Mas (AHCCCS), Linda Martin (AHCCCS), Rex Critchfield (DES), and Ann Froio (ADHS)

Staff: Jim Dickey, Shandra Olsson, Gregg Kiely, Steven Rost, Eileen Colleran

Purpose: To discuss each department's transportation program delivery methods. Each department needs to describe the premise of their transportation program efforts, guidelines for service delivery, methods of service delivery, funding sources for service delivery, contracting issues, and current state of affairs for better understanding of how these processes work.

ADOT

Federally funded through Federal Transit Administration (FTA) who receives national authorization from SAFETEA-LU on a 6-year grant basis.

There are three main programs that use these funds for transportation which are:

5304 – Planning funds - rail, bus, etc.

- ↳ Rail
- ↳ Feasibility / Implementation (uses 5311 funding)
- ↳ Arizona Rides – supplemented by \$57k annually
- ↳ \$50-70k spent on funding per entity

5310 – Elderly / Disabled

- ↳ 80/20 match which may be expanded in future fiscal grant
- ↳ 100% capital for vehicles
 - vans go to not for profit organizations
- ↳ 350 vehicles total in program right now
- ↳ 110 go out annually

5311 – Rural Transportation Program

- ↳ Participants are in areas of < \$50,000 population
- ↳ 17 program participants
- ↳ fixed route and deviated route
- ↳ funds of capital, operating, and administration

Both 5310 and 5311 go through an annual application process to determine program participants eligibility.

Arizona Rides was initiated by Executive Order 2005-16 from the Governor's office.

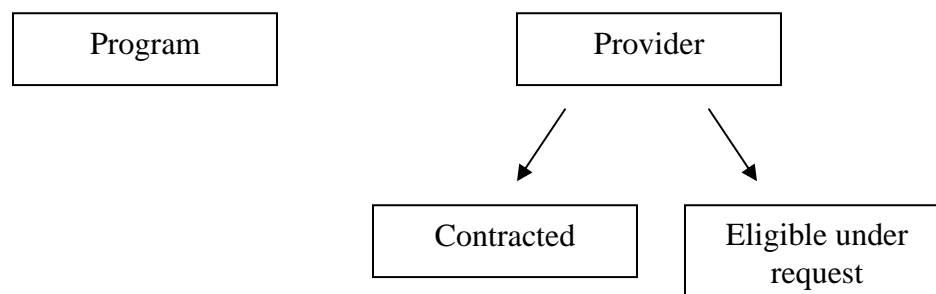
- ↳ First year funded by grants of \$35k with an additional \$25k provided by ADOT
- ↳ Second year funded by grants of \$75k with an additional \$50k provided by ADOT
- ↳ Pinal Rides started ahead of Arizona Rides

Mandated by SAFETEA-LU to coordinate amongst programs.

DES

- ↳ Made assumption that those programs getting the funding dollars were the ones that were doing the planning
- ↳ Does not have a transportation specific program in place in any of its 4 divisions
- ↳ Procures transportation services for 4 programs / divisions
- ↳ Some of the transportation may not be identified as needed because of programs already in place
 - Most figures may be grouped in other areas of funding and can not be clearly defined as transportation
- ↳ Transportation costs are estimated as 5-10% of total budget
- ↳ In some areas transportation is included as a unit rate
 - Could be different depending on circumstances
- ↳ Not sure how each division delivers funding / services
- ↳ Some divisions have contracts with agencies
 - This work could be sub-contracted
 - Or procured through RFP for services for case managers
- ↳ Transportation program shelved
 - No clear way to define services
 - No clear service costing
 - Mainly client driven – not always cheapest selection

Eligibility based on diagram below:



AHCCCS

- ↳ Does not break transportation costs out separate from all other expenditures

- ↗ Essentially they just pass money through to their contractors
- ↗ Contractors are getting a better cost for transportation than individuals are
- ↗ Native American Nations
 - Treated differently due to 82,000 + population at a cost of about \$12M per year
 - Fee for service program
- ↗ \$6 Billion budget annually

ADHS (Behavioral Health Services)

- ↗ Receives \$1.2M annual budget
- ↗ Payment to tribal contractors (N=5) is on a fee for service basis
- ↗ Payment to Regional Behavioral Health Authorities (N=4) is through capitation
- ↗ ADHS/DBHS has a fee-for-service rate schedule that the tribal contractors must use in accordance with ADHS policy.
- ↗ Capitated contractors can adjust the procedure or service code rates within approved +/- percentage corridors and therefore can leverage their service purchasing to gain more favorable prices
- ↗ Contractors are paid for provider staff travel (provider driver is alone in vehicle to/from destination) and for client/family transportation services (client in the vehicle)
 - For provider staff travel, 25 miles of total service mileage are covered in each procedure or service code used when billing
 - Rates for each procedure or service code are developed using assumptions from service delivery, fair market and labor/wage standards
 - The mileage cost of the first 25 miles of provider travel is included in the rate for each of the procedure or service codes. Provider staff travel is not billed separately except when the provider travels more than 25 miles to an appointment. When a provider is traveling to one destination and returns to the office, the 25 miles is assumed to be included in the round trip. If a provider is traveling to multiple out-of-office settings, each segment of the trip is assumed to include 25 miles of provider staff travel.
 - ADHS/DBHS reimburses the cost of transportation of clients and family members to and from medically necessary covered behavioral health services through the use of multiple emergency and non-emergency transportation codes.

Topic:How do the agencies pass money back and forth among each other?

- ↗ All procure services using
 - IGA's – sometimes
 - AHCCCS has to have a claim to use this process
 - Capital based
 - Piggyback on existing contract
 - Pay provider directly

- RFP
- State “global” level provider

The discussion of using a broker was brought to the table and was considered a possible avenue to pursue but more information would be needed from an existing city/agency that uses a broker system before commitment was made to this type of program.

The development of Texas DOT was also discussed and also requested to have more information provided before commitment was made to this type of program.

Question of which level would the broker program work best on state or regional level? If regional level it was felt that the COG's would need to provide the responsibility of program management, but if they were not able to provide responsibility then who would the duty fall to?

It was discussed the reasons COGs would not be able to provide responsibility. The outcomes were:

- They do not have enough funding
- No clear transportation planners
 - Planners exist but they are not clearly defined roles,
 - They have additional responsibilities which take precedence to planning (have titles of planner but not main function)
 - COGs do not have full focus on planning aspect

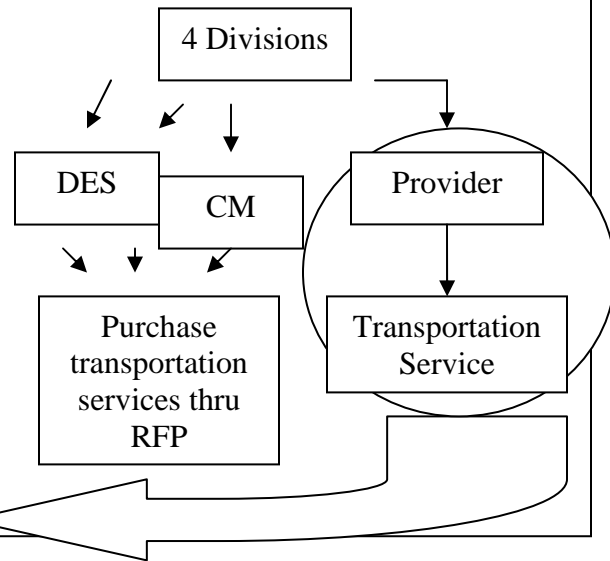
The following is a graphical representation of interaction between ADOT and DES:

ADOT
FTA/FHWA —————> SAFETEA-LU
5304 – Planning funds - rail, bus,
etc.

5310 – Elderly / Disabled

5311 – Rural Transportation Program

DES



**APPENDIX B
B-2**

ARIZONA RIDES COUNCIL MEETING MINUTES

February 20, 2007

**ARIZONA RIDES COUNCIL
MEETING MINUTES
February 20, 2007
10:00-12:00pm**

Arizona Department of Economic Security
Room 104
1717 W. Jefferson Street
Phoenix, AZ 85007-3202

Participants: Cherie Campbell, Anna Maria Chavez, Rex Critchfield, Jim Dickey (Chair), Ann Froio, Rich Gaar, Maxine Leather, Linda Martin, Jim Murphy, Amy St. Peter, Ken Sweet

Teleconference: None in attendance

Public present: None in attendance

Staff present: Eileen Colleran, Gregg Kiely, Shandra Olsson, Steve Rost

Absent: John Anderson, Brian Babiars, Olivia Guerrero, Michael Hegarty, Martin Ince, Mack Luckie, Michael Medoro, Marie Lopez-Rogers

I. Open Meeting and Introductions

Jim Dickey (Chair): The meeting was called to order at 10:05 a.m. by Jim Dickey. A quorum was established. Attendees introduced themselves.

II. Approval of November 30, 2006 Minutes

Jim Dickey: A motion was made and seconded to accept the November 30, 2006 meeting minutes. The Council unanimously approved the November 30th meeting minutes as written.

III. Executive Order 2007-02 Discussion

Jim Dickey: Jim Dickey provided the facilitation of discussion around Executive Order 2007-02, Expanding Arizona's Transportation Options. ADOT was given a

90 day period (starting from January 8th) to provide future transportation options for:

- Mass transportation (bus)
- Commuter rail (high-speed rail)
- Light rail

Considerations around costs, funding, state role in finance, and players are critical factors.

An Executive Order Working Group (EOWG) has been formed to identify a program list, a public input process, and to meet one-on-one with key stakeholders such as: Arizona Rides, ASU, AzTA, Burlington Northern and Union Pacific, local cities, and Valley Metro.

Recap of Arizona Rides Action Plan. Steve Rost presented on what coordination is. He also presented the Arizona Rides Action Plan Summary (handout) that focused on the box at the intersection of Coordination Plans and Arizona Rides MPO/COG Activity. He mentioned that this was the area that we were currently involved in [regional plans], but that it was not necessarily the last box of involvement.

2007 5310, 5316, and 5317 application workshop schedule. Steve Rost presented a 2007 Workshop Schedule (handout) that described the dates and locations of the up-coming application workshops. This round of workshops will be a combined effort of the continuing development of the regional plans along with the annual application process. RAE Consultants, Inc. will be finalizing the draft report on regional plans in the morning workshop and the 5310, 5316, and 5317 ADOT application process will follow in the afternoon session.

Brief description of 5310, 5316, and 5317 programs. Steve Rost presented a brief description of the 5310, 5316 and 5317 programs (handout). Gregg Kiely furthered with a presentation on the three programs as a component of the action plan. Discussions were presented around MAG and PAG's plan submittal dates. MAG will present to its Council in April and PAG to its Council in May for approvals.

2006 Arizona Rides Annual Report. Jim Dickey stated that the Annual Report (handout) draft was approved at the November 30th meeting. He directed the Council to the Strategic Plan (page 14) draft and reminded them of the Council's vision, mission, goals, objectives, and actions. Some action pieces could go into the response to the Executive Order.

Mass Transit. Jim Dickey directed the Council to a handout titled Mass Transit which is a list of programs around the Executive Order. There are three major

points Mass Transit, Commuter Rail, and Light Rail. This handout has twelve bullet points which Jim recommended to be numbered accordingly. He focused on numbers 1, 2, 3, 6, and 8 as they had Arizona Rides implications. He mentioned that we are not spinning our wheels. Legislatively and budget-wise we have made inroads into the transportation arena where we have never been before, at least from ADOT's perspective. Transportation is a big issue and issues are starting to be addressed. Jim went on to mention issues that are being addressed in the Executive Order, such as: environment, land management, growth management, transportation, and air quality. Jim reminded the Council that the goal of this meeting is: How can we take the Arizona Rides program and push it into this agenda (the bullet points mentioned above) with some program-level recommendations, such as mobility management?

Mobility Management. Discussion surfaced around the need for a "mobility manager" at the COG/MPO level to assist or facilitate in human services coordinated transportation efforts. Questions around organizational fit, authority, full or part time, additional duties, tie to regional plan, and worth were brought up. Ideas were taken under consideration. Eileen Collieran will put together a framework on this concept.

Funding. Questions around funding (state or LTAFII) being not stable and that regions not being able to make sound planning decisions due to that instability surfaced. Recommendations on the fund being permanent and/or lowering the threshold were discussed as being a reliable resource. Ideas were taken under consideration.

JARC and New Freedom programs. There are small amounts of funds available for these programs. A supplemental funding discussion for the 5316 and 5317 programs proceeded. A suggestion of the state doubling the federal amount came forward and that it, should it happen, would finally mean something. Gregg Kiely will look into the possibility of the 5316 and 5317 programs being funded similar to the 5310 program. He will also look into JARC money being re-distributed to larger programs and the spirit of the program and not the strings that are attached.

Pinal Rides. A question came up around the relationship between Pinal Rides and the Executive Order. There might be a possibility of similar programs in the other county and COG/MPO regions. A future discussion topic.

Executive Order Suggestions. Suggestions for incorporation into the Executive Order response.

- LTAF II funding
- Mobility Management / Human Services transportation issues

- JARC and New Freedom enhancements
- County Rides (expanded Pinal Rides)

Discussion Summary. Jim Dickey summarized tying the two Executive Orders together (the Arizona Rides Executive Order 2005-16 Establishing the Arizona Rides Council and the new Executive Order 2007-2 Expanding Arizona's Transportation Options). One of the things to accomplish is trying to develop a baseline mentality – what is it that needs to be available to every person in Arizona. In that regard, the human services-level programs really represent that baseline (those subsidized by LTAF II). The Council will begin to focus on and try to identify what core or baseline services really are. These are the places where the state support, direction, and authority that can really be capitalized on.

Motion to accept the four suggestions. A motion was made and seconded to accept the four Executive Order suggestions listed above for incorporation into the program objectives in the Executive Order response. The Council unanimously approved the motion as stated.

IV. Call to the Public

Jim Dickey: There were no public comments.

V. Agenda Items/Meeting Schedule

Jim Dickey: Suggested future agenda items include:

- Regional plans: distribute and discuss
- Inter-departmental program operations and relationships
- Arizona Rides 1-day conference (framework)

Jim Dickey: Next meeting date:

Around the end of April or beginning of May

Meeting adjourned at 11:40 a.m.

Steven J. Rost
Arizona Rides Coordinator
(602) 712-8018

July 18, 2007

**ARIZONA RIDES COUNCIL
MEETING MINUTES
July 18, 2007
10:00-12:00 p.m.**

Arizona Department of Transportation
1st Floor Board Room
206 S. 17th Avenue
Phoenix, AZ 85007-3213

Present: John Anderson (v), Cherie Campbell (v), Kathryn Chandler, Rex Critchfield (v), Jim Dickey (Chair) (v), Rich Gaar (v), Maxine Leather (v), Mack Luckie (v), Amy St. Peter (v)

Teleconference: Brian Babiars (v), Dave Barber, Olivia Guerrero (v), Jim Murphy (v), Jodi Rooney (v), Ken Sweet (v)

Public present: None in attendance

Guest: Rick Evans (RAE Consultants, Inc.)

Staff present: Eileen Colleran, Gregg Kiely, Shandra Olsson

Absent: Anna Maria Chavez (v), Ann Froio (v), Michael Hegarty (v), Martin Ince (v), Marie Lopez-Rogers (v), Linda Martin (v), Michael Medoro (v)

(v) = Voting member

I. Open Meeting and Introductions

Jim Dickey (Chair): The regular meeting of the Arizona Rides Council was called to order at 10:02 a.m. by Jim Dickey. A quorum was established (13/7). Jim mentioned that this meeting's agenda has five Action Items to help in creating an action item mentality for the Council.

II. Approval of February 20, 2007 Minutes

Jim Dickey: A motion was made by John Anderson and seconded to accept the February 20, 2007 meeting minutes. The Council unanimously approved the February 20th meeting minutes as written.

III. Regional Plan Briefing

Gregg Kiely: Gregg provided a handout on the Grant Expenditure Summary (Round 2) to explain the split of funding for the Arizona Rides program. The program funds are presently at the zero point. Jim Dickey asked about a Round 3 of funding. Gregg has not heard anything regarding a Round 3 for regional support other than requests to the FTA that there be a Round 3. Jim has a concern about continued funding for the Arizona Rides program.

Rick Evans: Rick provided a PowerPoint presentation (handout) on the status of the regional plans and summarized his full report to ADOT. He mentioned how the plans were developed and that all seven plans have now been completed. He stated that the plans just scratched the surface on working together and now the real work begins – developing a program of projects, prioritization, and general public participation. He recommended that the plans be strengthened by working with other programs such as the 5311 and its three-year plan, the development of annual pilot projects that address regional problems, and a better interface with the Council on coordination goals through the annual pilot projects. He then focused on plan updates and mobility management. It was also pointed out that on the last page of his Project Summary Report (Appendix C) is a diagram of a mobility management concept.

ACTION ITEM: Jim Dickey recommended that the Council ask each of the planning regions (2+7=9) to prioritize a Program of Projects and bring to them to the Council as a focus for product delivery.

IV. MAG Coordination Plan

Amy St. Peter: Amy announced that their Regional Transportation Plan is on the MAG web site. It was presented at the Atlanta Regional Commission in June as an example of national best practice. It used a similar practice to what Rick Evans presented (engaged in human service providers, survey of transportation providers, and gap analysis), looked at the possibility of a developing a regional call center, then focused on developing an online directory of available services. She mentioned that MAG would be holding a regional conference next year around June on what is working at a local level and replicating that elsewhere. Jim Dickey facilitated a discussion on two-way communication. Amy commented on two dispatch communication issues between providers and customers: technical and political. Another discussion followed on how DES was organized and communicates.

V. Mobility Management

Eileen Collieran: Eileen presented handouts on Mobility Management and Mobility Management strategies. She had an action item from the last Council meeting to develop a mobility management program that would be jointly managed by ADOT and DES. It was hoped that through this type of program a position could be developed that could work across the state agencies to try and understand their

interactions and coordinate current transportation services and policies. ADOT is willing to work on a budget request for an FTE to be managed jointly. Request that the Council adopt the program and recommend that a position be established with ADOT taking the lead to make the necessary budget request. Jim clarified Eileen's budget request and that there was a need for the sustainability of funds.

MOTION: It was moved (Maxine Leather) and seconded that ADOT Public Transportation Division draft a budget request for two mobility management positions (Steve + one other). The motion carried and was unanimously approved.

Eileen presented a briefing on a mobility management description. She distributed Mobility Management Program and United We Ride: Overview of Mobility Management Strategies handouts.

MOTION: It was moved (John Anderson) and seconded that the Council adopt the Mobility Management description as the one for the budget request. The motion carried and was unanimously approved.

VI. 5310 / 5316 / 5317 Programs

Gregg Kiely: Gregg presented a briefing on the 5310, 5316, and 5317 FTA grant programs. A Section 5310 in 2007 Primer handout was distributed along with a list of applicants for the 5310, 5316 and 5317 programs. A discussion followed around the lack of agency (DES, AHCCCS, DHS) participation in the 5310 program, why human service providers do not go directly through DES/AHCCCS/DHS to get their vehicles and save money (80/20), other funding sources for vehicles and equipment, and the possibility of a vehicle motor pool.

VII. Media and Public Relations Strategy

Eileen Colleran: In response to an earlier Action Item regarding a Toolkit of educational materials to be used on a local level about coordination and the Arizona Rides program. Eileen stated that the ADOT Communication and Community Partnerships (CCP) organization was willing to help the Arizona Rides initiative by providing a media and public relations strategy to get information out about Arizona Rides. She distributed a Media and Public Relations Strategy handout. Dave Barber recommended that Rick Simonetta and Light Rail project also be brought into the strategy and media mix.

MOTION: It was moved (Rich Gaar) and seconded that the ADOT Communication and Community Partnership organization develop a media and public relations strategy for the Arizona Rides initiative. The motion carried and was unanimously approved.

VIII. Update on Executive Order

Jim Dickey: Jim stated that the Executive Order was still being worked on. It would be available for release "soon."

IX. Arizona Rides Administration

Jim Dickey: Jim filled in for Anna Maria Chavez by stating that Arizona Rides has a long-term strategy, a general charge, with no end date. He recommended that the chairmanship become a rotational-type position. He stated that the Executive Order might become an Arizona Statute, and that last year's Arizona Rides Annual Report was widely appreciated. A final draft of this year's report would be available at the December Council meeting for an approval vote.

X. Arizona Rides Conference Ideas

Jim Dickey: It was stated that there was a desire to do an Arizona Rides focused conference early next year. Amy St. Peter furthered that MAG was planning on doing a 1-2 day human services regional conference in May or June 2008. It would have sub-groups presenting best practices, replication, and new ideas. It was also brought up that AZTA was holding its conference in Tucson in April and that there could be a tie-in between the two. An Action Item was called to form a committee to report back to the Council with recommendations on the Arizona Rides Conference.

ACTION ITEM: Form a committee to coordinate and explore Arizona Rides conference ideas and date, and report back to the Council at the next meeting.
Team: Dave Barber, Amy St. Peter, John Anderson, and Mack Luckie.

XI. Call to the Public

Jim Dickey: There were no public comments.

XII. Agenda Items/Meeting Schedule

Jim Dickey: LATF II currently at about \$10.3 million

Suggested future agenda items include:

- Final draft of the Arizona Rides 2007 Annual Report available in December
- Arizona Rides 1-day conference (conference framework)

Jim Dickey: Next meeting dates:

Around the beginning of October and the beginning of December

Meeting adjourned at 11:55 a.m.

Submitted August 14, 2007 by:

Steven J. Rost
Arizona Rides Coordinator
(602) 712-8018
By tape transcription

October 9, 2007

ARIZONA RIDES COUNCIL
MEETING MINUTES
October 9, 2007
10:00-12:00 p.m.

Arizona Department of Transportation
1st Floor Board Room
206 S. 17th Avenue
Phoenix, AZ 85007-3213

Present: Cherie Campbell (v), Anna Maria Chavez (v), Jim Dickey (Chair) (v), Rich Gaar (v), Olivia Guerrero (v), Maxine Leather (v), Mack Luckie (v), Amy St. Peter (v)

Teleconference: Jim Murphy (v), Jodi Rooney (v), Joanne Scardina Barr

Proxies: Dave Barber for Brian Babiars, Lynn Larson for Rex Critchfield

Public present: None in attendance

Guests: Justin Turner (Az-211-GITA), Jerri Pastor (Az-211-AHCCCS), Anna Mendoza (Governor's Office)

Staff present: Steve Rost, Eileen Colleran, Gregg Kiely

Absent: John Anderson (v), Brian Babiars (v), Kathryn Chandler (v), Rex Critchfield (v), Ann Froio (v), Michael Hegarty (v), Martin Ince (v), Marie Lopez-Rogers (v), Linda Martin (v), Michael Medoro (v), Ken Sweet (v)

(v) = Voting member

I. Open Meeting and Introductions

Jim Dickey (Chair): The regular meeting of the Arizona Rides Council was called to order at 10:10 a.m. by Jim Dickey. A true quorum was not established due to proxies (10/11). Introductions of attendees were made. Jim stated that those members, who have not gone through the Board Certification process, contact Dora Vasquez, Governor's Office. (602) 542-2449
Email: DVasquez@az.gov web: <http://azgovernor.gov/bc/index.asp>

Agenda items appear as they were presented.

II. Approval of July 18, 2007 Minutes

Jim Dickey: Jim deferred the approval of the July 18, 2007 minutes, due to lack of a true quorum, until the next meeting. Action item: Move approval of the July 18, 2007 meeting minutes to the next meeting agenda.

III. Executive Order Update

Jim Dickey: This is about the Governor's EO on Transportation Options for Arizona and where we are. Last week stakeholder meetings were held – some of the Council members were in attendance. The Governor suggested that the ADOT response to the EO be rolled into a combination of three current process: The Reconnaissance Study, the Building Quality Arizona (overlay process), and a set of Framework Studies all which are designed to identify future multi-modal transportation options at a state level using regional emphasis.

IV. Arizona Rides Administration

Anna Maria Chavez: Anna started a general discussion on Arizona Rides and where it has been and where it is going. This was an opportunity to dialog on a process that began almost two years ago. The initial focus of the Council was to get attention on ADOT and other agency/administration issues and to lead the charge on human services transportation. That goal has been accomplished. The Governor empowered ADOT to take the lead on these issues through the chairmanship of the Council. However, there has been some discussion on moving the administration of Arizona Rides to DES. In the next 3-6 months, there will be a statewide push to integrate Councils into a bigger framework. Jim Dickey stated that what ADOT provides (its mission) does not change due to having an Arizona Rides Council. He recommended that due to amount of federal dollars to transportation programs provided, another organization, such as DES or AHCCCS, be considered the leader for the Arizona Rides charter. Dave Barber of WACOG offered a different view. He believes that ADOT should be the leader due to all the FTA programs it provides; along with assistance in regional transportation coordination plans, its ties to other Boards, technical assistance and training, and being an integral part in the LTAF II funding scenario. He also believes that due to ADOT's ties to funding in the operation of transportation, it has a greater lead and responsibility in seeing transit services being maintained across the entire state. Anna responded about the tracking of transportation funds through DES's system. Due to the way contracts are written, it is hard for DES to separate out the costs for transportation projects. Due to the dollar amount that goes through DES, they should have more of a leadership role. Jim Dickey responded with a question to Anna about where she saw the Council leadership headed. She replied that the Governor is looking to see how to consolidate efforts and she saw Arizona Rides as part of the Growth Initiative. The Growth Initiative, however, is going into a "second phase" which is going to focus on human services. Once the second phase arrives, if Arizona Rides is not a focal point in DES, where is that going to leave Arizona Rides issues? Rich Gaar offered a co-chair arrangement. ADOT has expertise; DES has money and expertise through the COGS and it should be a bigger part of the picture. It does not make much difference who is the Council leader – all are important players. Dave Barber suggested that ADOT be the leader, but that should not to be cast in stone. Anna Maria Chavez responded with a question about what this Council

will be doing in four years. She fears if it does not become institutionalized within DES and ADOT that all the goodness that Arizona Rides has been doing may not carry the same weight in the future administrations. Jim Dickey replied with a comment about sustainability and institutionalizing concepts, those are important things along with what was done over the past two years. Jim mentioned that, elsewhere, coordinated transportation programs are being institutionalized through statute, and the states that are really good at this are almost all statute driven. To that end, he sees the Arizona Rides Executive Order as a temporary assignment. Jim offered that if the Council believes in sustainability, maybe it needs to change the Executive Order into a statute. Gregg Kiely spoke up about resurrecting the Working Group to meet on a regular basis to keep things going on a regional level including the regional coordination plans. As a department, ADOT is moving on with Arizona Rides efforts regardless of the Council. Maxine Leather commented that the Council would get lost or lose focus inside DES. Dave Barber presented concerns about future programs to eliminate Arizona Rides and statewide coordinated human services transportation efforts. Lynn Larson (DES proxy) suggested that DES would be open to taking on what was necessary, however ADOT does provide the foundation and together the two agencies could co-chair the Council. Cheri Campbell agreed with Maxine about [efforts] getting lost in DES, and recommended a co-chair. Rich Gaar recommended more visibility from DES regarding funding. Dave Barber asked about dollars going into the complete spectrum of transit. Jim Dickey responded with a comment about an initial Arizona Rides 2005 report that contained some estimates ADOT (\$13M est.) and DES (\$40M est.). Anna Marie Chavez commented that all of this discussion was extremely helpful.

V. Joint ADOT/DES Budget Submission

Jim Dickey: ADOT has recommended that a joint ADOT/DES program (including Arizona Rides) be added to the Governor's budget. It was recommended that \$200,000 be set aside for the program that will fund the Arizona Rides program, an ADOT coordinator position, and a new position in DES. This would provide a coordinated transportation basis where and as needed. ADOT is moving forward with an ADOT/DES relationship and believes it is a good strategy.

VI. Arizona Rides Conference Team Report

Dave Barber (WACOG proxy): Dave offered a few suggestions for conference topics (5304 proposal, WACOG's RAP program through the Area Agency on Aging: Reimbursement for drivers for elderly transportation, and linking the tri-city area with transportation). Jim Dickey redirected the report to an earlier initiative recommended by the Council for a statewide coordination conference. Steve Rost spoke up about the Arizona Rides Conference team and contacting them regarding their task. He attended the AzTA conference pre-planning committee meeting and secured six hours on their agenda (April, 2008, Tucson). The 5311

program is already on their agenda with a training session on coordination. Steve will contact the team members regarding the Arizona Rides six hour portion. Steve and Amy St. Peter will get together and return at the December meeting with a recommendation to the Council about a partnership with MAG when they have their human services coordination conference and see if Arizona Rides can be a co-sponsor. It was suggested that the Conference Team (Steve, Amy, and Dave) look at ways to provide a larger group (at least at some session of that conference) to talk about coordination activities, perhaps a brainstorming session about how people see a statewide coordination activity or process. Amy St. Peter provided an overview of the MAG conference. It will be held sometime April-June, 2008. Meetings are now being held to look at local level strategies on a regular basis. Breakout sessions are going to be used for looking at local, national, and statewide best practices to identify strategies that can be included in the update to the MAG regional coordination plan. Dave Barber recommended that a breakout session be geared toward the engineering for elderly drivers (sign changes, reflective surfaces, new standards). Steve, Amy, and Dave will work together on the MAG conference planning.

VII. Online Human Services Transportation Directory

Amy St. Peter: Amy provided a copy of the proposed MAG 2008 Regional Meeting on Special Needs Housing and Transportation agenda (handout) and discussed its contents. She also provided an overview of the online human services transportation directory (handout) and opened for Justin's presentation. She believes that the Arizona 211 might be a viable partner for the directory.

Justin Turner and Jerri Pastor: Justin provided a PowerPoint presentation on Arizona 211. He also provided a hardcopy handout of the presentation, 211 brochures, and advertising materials (the PowerPoint, hardcopy, and brochures/advertising are available from Justin – see below). The presentation focused on: what is Arizona 211; the benefits of Arizona 211; the Arizona 211-emergency call center; and the Arizona 211 online web site. Arizona 211 is a statewide solution to providing the public with quick and easy access to health and human services and emergency response information. Benefits of Arizona 211 are: a streamlined public access to information and services; the capability of linking to other technology-based tools that provide access to the social service system; providing case managers with more information to help clients; providing comprehensive data for policy planning; reducing the demand on 911 from non-emergency calls; and an authoritative source for up-to-date emergency information (disaster management – response and recovery, community emergencies, and emergency preparedness). A question and answer session followed the presentation. Steve Rost will contact Justin regarding possibilities for partnerships and linkages. For further questions on Arizona 211 contact Justin Turner, Strategic Relations Manager, Government Information Technology

Agency, phone: (602) 364-4783, email: jturner@azgita.gov , web: www.azgita.gov

VIII. Media and Public Relations Strategy Update

Eileen Collieran: The ADOT Communication and Community Partnerships organization (the organization that was going to provide the community relations and public information strategy) is down in headcount. However, they have promised by the end of the month (October) a draft strategy will be issued for comment and suggestions.

IX. Annual Report Update

Steve Rost: The second Arizona Rides Annual Report is coming along. It will be ready in draft form for distribution on or around November 9th for comment and suggestion. The December Council meeting will hold a vote on report approval. Publish date is anticipated for the first week of 2008.

X. Regional Plan Update

Steve Rost: Regional transportation coordination plans have been distributed to the COGs and MPOs. Updates to the plans are needed to revise last year's projections for program projects. Some regions are already holding their coordinated human services meetings for plan updates. Look at December 15th for getting updated plans into ADOT for placement on their web site. Gregg Kiely will be reviewing 5310, 5316, and 5317 applications for increased coordinated efforts. Steve will provide regional assistance to those COGs and MPOs in plan update.

XI. FTA Program Update (5310/5316/5317)

Gregg Kiely: A full program of projects has been approved by FTA for \$3.25M in grant funding for 5310, \$1.6M in 5316, and \$3/4M in 5317. The 5316 and 5317 numbers reflect a combined two-year funding allocation. Next year will probably be about 55% of those figures. Formal announcement of awards will go out to the COGs and MPOs towards the end of October.

XII. Prioritized Regional Program of Projects

Gregg Kiely: Gregg referenced three handouts (Pinal Rides, Future Coordination Project Concepts, and Considerations for Coordinated Transportation Demonstration – Pilots). Pinal Rides illustrated the history of starting and forming, current status, and future of the program. Olivia Guerrero added that she is considering starting another pilot project in Gila County (Gila Rides?). She has also hired a Mobility Manager to work with the Pinal Rides program (funded in part by the ADOT 5310 program). The Future Coordination Projects map shows potential areas of focus in Arizona that have identified a concern for human services transportation coordination opportunities. It was emphasized that the

areas noted are very general, far from final and it was further hoped that the sample of projects shown would spur additional dialogue among the regions and Council for modifying or adding to the list. The Considerations for Coordinated Transportation Demonstration handout presented key points for agencies to consider when contemplating projects within their regions and a “lessons learned” perspective from pilot projects in Arizona. One of the key points made was that the Pinal Rides project initially had the benefit of early ADOT/federal United We Ride grant funding that others may not be able to obtain.

XIII. New Business

Jim Dickey: LTAF II is expected to be distributed this week or the next. The LTAF II pot contains \$10.3 M which is about 2/3rds of last year – make your adjustments accordingly. Call Mark Hoffman (602) 712-7454 at ADOT for questions.

Jim Dickey: The application process for the FTA 5310/61/17 programs will begin again in January, 2008. Regional plans need to be updated.

Jim Dickey: There will be a Tribal Forum at the ITCA Offices at 10:00 a.m. on Monday, October 15th. This forum is intended to stimulate interest and get the tribes into ADOT’s FTA programs and follow up on action items from the previous Tribal Forum meeting. This will also function as a pre-application program overview and workshop for the ADOT FTA programs.

XIV. Call to the Public

Jim Dickey: There were no public comments.

XV. Announcements/Future Agenda Items/Meeting Schedule

Jim Dickey: Announcements:

- Those members who have not gone through Board certification need to contact Dora Vasquez for Public Service Training and Oath. (602) 542-2449, DVasquez@az.gov <http://azgovernor.gov/bc/index.asp>

Jim Dickey: Suggested future agenda items include:

- Final draft of the Arizona Rides 2007 Annual Report available in December. There will be a vote on approval of the report.
- Arizona Rides Conference (conference framework MAG/AzTA)
- Look at new projects for the Council to support
- Approval of the July 18, 2007 meeting minutes
- Approval of the October 9, 2007 meeting minutes
- Discuss the draft strategy for media and public relations
- Revisit the Gila Rides proposal for a pilot project

Jim Dickey: Next meeting date:

December 6, 2007, 1:00-3:00 p.m. ADOT Board Room.

Meeting adjourned at 12:18 p.m.

Submitted by:

Steven J. Rost
Arizona Rides Coordinator
(602) 712-8018

December 6, 2007

These meeting minutes are in DRAFT form until approved by the Council



ARIZONA RIDES COUNCIL
MEETING MINUTES
December 6, 2007
1:00-3:00 p.m.

Arizona Department of Transportation
1st Floor Board Room
206 S. 17th Avenue
Phoenix, AZ 85007-3213

Present: Cherie Campbell (v), Jim Dickey (Chair) (v), Rich Gaar (v), Olivia Guerrero (v), Mack Luckie (v)

Teleconference: John Anderson (v), Dave Barber, Chris Fetzer, Ann Froio (v), Michael Hegarty (v), Martin Ince (v), Marie Lopez-Rogers (v), Jim Murphy (v), Jodi Rooney (v), Joanne Scardina Barr

Proxies: Dave Barber for Brian Babiars, Kathy Levandowsky for Rex Critchfield

Public present: None in attendance

Guests: Nicolette Lawrence (DES), Robert Nixon (PGCSC)

Staff present: Matt Carpenter, Eileen Colleran, Carolyn Harmon, Gregg Kiely, Steve Rost

Absent: Brian Babiars (v), Kathryn Chandler (v), Anna Maria Chavez (v), Rex Critchfield (v), Maxine Leather (v), Linda Martin (v), Michael Medoro (v), Amy St. Peter (v), Ken Sweet (v)

(v) = Voting member

I. Open Meeting and Introductions

Jim Dickey (Chair): The regular meeting of the Arizona Rides Council was called to order at 1:05 p.m. by Jim Dickey. A true quorum was established (12/9). Introductions of attendees were made. Jim decided to move action items forward in priority on the agenda.

Agenda items appear as they were presented.

II. Approval of July 18, 2007 and October 9, 2007 Minutes

Jim Dickey: Jim recommended the approval of the July 18, 2007 and October 9, 2007 minutes as written. Acceptance of the minutes as written was moved by Richard Gaar, and seconded by Mack Luckie. The motion was unanimously approved.

III. Annual Report Update

Steve Rost: The second *Arizona Rides Annual Report* was distributed for review prior to the Arizona Rides Council meeting. Highlights of this year's report were presented. A discussion was held regarding minor edits to the report and inclusion of the December 6th meeting minutes in draft form. A recommendation was offered by Jim Dickey to approve the report as written with the inclusion of the previously mentioned edits along with a draft of the December 6th meeting minutes. The recommendation was moved by John Anderson and seconded by Richard Gaar. The motion was unanimously approved.

IV. Call For Pilot Coordination Projects

Gregg Kiely: Jim prefaced this topic by mentioning that this topic was introduced at the last Council meeting along with some basic project options for consideration at the next meeting, and that it would be a good idea if the Council would look at the possibility of recommending another project similar to Pinal Rides effort. Gregg referenced two handouts (*Arizona Rides 2008 Coordination Demonstration Project Proposal Summary*, and *Future Coordination Project Concepts*). Using the Pinal Rides as an example of a recent coordination demonstration project, he introduced four possible projects for potential areas of Council focus in human services transportation coordination. By planning region they are:

(1) NACOG – Chris Fetzner presented a project for Show Low, Section 5311, and an ADOT-assisted Connector program for Holbrook-Show Low. There is a need for transportation in this White Mountain region, and the human services agencies think that it is feasible. Additionally, Matt Carpenter, Planning Manager for ADOT Public Transportation, presented information on the White Mountain Apache Tribe's activities and how they might interface with a demonstration project. Last year they were awarded new FTA Tribal 5311 seed money for a multi-phase planning process and are now moving into phase two and applied for more additional fund to support that effort. They are doing a needs study and open to coordination.

(2) WACOG – Dave Barber (WACOG) stated that Mohave County has withdrawn from providing senior transit services in Kingman, Lake Havasu City, and

Bullhead City creating a challenging setting that is particularly ready for coordination. However, WACOG has been funded for a Tri-City Coordination Study regarding a connector route between the three cities. WACOG is also working with the Area Agency on Aging to provide a RAP (mileage reimbursement for transportation providers at .37 per mile) program, along with funding a coordinator to work with schools and children, and senior citizens. There are big voids in the region regarding transportation and population growth. The Coordination study will provide leverage in the planning process. Matt Carpenter added that the study will begin in January, 2008.

(3) SEAGO – Rich Gaar provided a two-part presentation; Cochise County and Graham County. Cochise County has a project in Sierra Vista using recently approved ADOT/FTA New Freedom funds. This is a coordinated effort between the county and city to provide senior services transportation outside the city boundaries. Senior homes have opened outside the city limits and the county has volunteered to use 5317 funds to buy rides from Sierra Vista. This could turn into a county-wide transportation system. This is also a joint effort between 5311 and 5317 programs. Graham County's proposal is concerned about the lack of transit services between Safford, Pima, and Thatcher. A transit study has been completed in the region and the county is reviewing it. The public has stated its concern for transportation, especially for the senior population. Rich stated that he does not think the area is quite ready for an organized coordination effort along the lines of a demonstration project, but could very well be in the future.

(4) CAAG – Olivia Guerrero presented a proposal for Gila County. Although this does not currently need Arizona Rides/ADOT financial backing, she wanted to bring the effort to the Council's attention. She is looking at working with the Payson area and expanding the Pinal Rides program concept to include Payson and forming a Gila Rides Council. They already have made contact with a major provider (Payson Multi-Purpose Senior Center) regarding this proposal. All Pinal Rides partners are in support of this proposal. This proposal would focus on Payson and the communities of Pine and Star Valley and their inter-community transportation issues, such as medical treatment transport into Maricopa County. Olivia mentioned that there are other possibilities in the Globe-Miami area that some of her senior programs and other area human service providers could collaborate on.

Jim asked the Council to make a recommendation on where potential future resources (if available) might be placed to try to make another coordinated effort, noting that no current budget exists for such a project. Rich Gaar recommended focusing on WACOG for the coordination effort. Olivia Guerrero seconded the recommendation. The motion was unanimously approved.

V. Media and Public Relations Strategy Update

Eileen Collieran: Eileen referenced a handout titled *Public Information / Media Plan for Arizona Rides Council*. The ADOT Communication and Community Partnerships organization outlined a media relations plan. She asked the Council for feedback on the plan and where we want to go with it. She recommended that the Council needed somewhere to start its focus. Jim mentioned a video he had recently seen on Maintenance and that this could be a starting point. Eileen said that videos could be produced. Jim asked about what it would take to turn our Arizona Rural Transit Needs Study and turn it into a 10-30 minute video – who pays and how much? Eileen outlined the production process. Discussion continued on possibilities. Action item to return with findings and recommendations at the next meeting.

VI. Executive Order Update

Jim Dickey: Jim mentioned that the state is involved in a combination of reconnaissance studies and framework studies and will put together a comprehensive transportation plan for the horizon of 2030-2050. The EO will roll into this transportation plan which will develop integrated multi-modal transportation plans for all regions of the state. The EO will not be a stand-alone response. Jim predicts at least a year, or more, to complete the framework studies.

VII. Joint ADOT/DES Budget Submission

Jim Dickey: Jim referenced a handout titled *Coordinated Transportation Solutions for an Aging Population in Support of Arizona Rides Executive Order 2005-16*. ADOT has recommended that this joint ADOT/DES program (including Arizona Rides) be added to the Governor's budget. It was recommended that \$162,900 be set aside for the program that will fund the Arizona Rides program, an ADOT coordinator position, and a new position in DES. This would provide a coordinated transportation approach where and as needed. ADOT is moving forward with an ADOT/DES relationship and believes it is a good strategy.

VIII. LTAF II Maintenance Resolution

Jim Dickey: Jim referenced a handout titled *Arizona Rides Council Resolution Support of the Continuance of Local Transportation Assistance Fund II*. Jim asked the Council to consider the continuance of the LTAF II funds by supporting the Resolution. Support vote has been moved to the next Council meeting.

IX. Regional Plan Update

Steve Rost: Steve referenced a handout titled *Regional Plan Update*. Regional transportation coordination plans have been distributed to the COGs and MPOs earlier this year. Updates to the plans are needed to revise last year's projections for ADOT grant program projects. Some regions are already holding their

coordinated human services meetings for plan updates. Look at now for getting coordination committees together to update plans prior to April 1, 2008 and for submitting a prioritized program of projects into ADOT. Steve will provide regional assistance to those COGs and MPOs for regional plan update.

X. FTA 5310 / 5316 / 5317 Program Updates

Gregg Kiely: Gregg referenced a handout titled *Section 5310 (Elderly & Disabled), 5316 – JARC (Job Access Reverse Commute), 5317 (New Freedom) 2008 Update*. Gregg mentioned a modest increase in program funding and no final word on total funding. However, there is \$3.8M in grant funding for 5310, there are 120 vehicles purchased annually, and increased interest in mobility management. There has been a relaxation in meal delivery restrictions for coordinated 5310 systems, normally restricted to passenger transportation, and vehicles potentially available other than vans/buses such as a limited program of four wheel drive vehicles for remote access. He states that the 5317 program is approved by the FTA and we are waiting on final FTA approval for the 5316 program – hopefully word will come by the end of this calendar year. He reminds the Council that last year's funding of 5316 and 5317 programs was a two-year fund. This year is a one-year fund and to be aware that the funding will be about one-half of the previous funds.

XI. Arizona Rides Administration

Jim Dickey for Anna Maria Chavez: Jim reminded the Council that at the last Council meeting, Anna Maria Chavez took the Council's input regarding the workings of the Council (where it was going, what it was doing, what was happening). Based on that input, there is a secure feeling that there is a future for the Council. Jim mentioned, however, that this was the last meeting for him to Chair. Victor Mendez will be choosing a new Arizona Rides Council Chair to succeed Jim. Jim appreciates all the Council members support and help. John Anderson stated that Jim has done a fantastic job as Chair.

XII. New Business

Jim Dickey: ADOT has conducted a Rural Capital Program Needs assessment in partnership with the Arizona Transit Association and applied for an FTA 5309 Discretionary Grant. That discretionary grant program will be defined in January, 2008 and ready to unveil sometime in February, 2008, to travel its rounds within the state and congressional levels. Council input on the grant may be asked for at the next meeting.

XIII. Call to the Public

Jim Dickey: There were no public comments.

XIV. Announcements/Future Agenda Items/Meeting Schedule

Jim Dickey: Announcements:

- (None brought forward)

Jim Dickey: Suggested future agenda items include:

- Approval of the December 6, 2007 meeting minutes
- Presentation on media and public relations video (Eileen Colleran)
- Joint resolution on LTAF II fund continuance
- FTA 5309 Discretionary Grant

Jim Dickey: Next meeting date:

February, 2008, 10:00-12:00 p.m. ADOT Board Room.

Meeting adjourned at 2:40 p.m.

Submitted by:

Steven J. Rost
Arizona Rides Coordinator
(602) 712-8018

APPENDIX C

Executive Order 2007-02 Expanding Arizona's Transportation Options

WHEREAS, Arizona is now the fastest growing state in the nation, adding new residents at the rate of 3.6 percent annually; and

WHEREAS, Arizona's explosive growth has burdened its infrastructure, including its transportation systems; and

WHEREAS, Arizona remains predominantly reliant on the automobile, and our rapid growth has caused unprecedented congestion on our highways and surface streets; and

WHEREAS, time spent caught in traffic represents a "time tax" to motorists and hinders Arizonan's ability to work productively, contribute to their communities, be with their families, and enjoy the blessings of our state; and

WHEREAS, to sustain Arizona's growth and prepare for its future, new transportation strategies must be explored and developed rapidly;

NOW, THEREFORE, I, Janet Napolitano, Governor of the State of Arizona, by virtue of the powers vested in me by the Constitution and the laws of this State, hereby order and direct as follows:

1. The Arizona Department of Transportation ("ADOT") is directed to provide, within the next 90 days, a detailed list of options for mass transit, commuter rail and/or light rail to serve and connect as efficiently as possible those Arizona communities for which such options would be cost-effective. The report should include preliminary estimates of the cost of each option; an assessment of whether and how the private sector could be encouraged to offer or assist with each option, and, to the extent public money is required, recommendations regarding how to finance each option.
2. Copies of the report shall be distributed to the Governor, the President of the Arizona Senate and the Speaker of the Arizona House of Representatives.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.


GOVERNOR

DONE at the Capitol in Phoenix on this 8th day of January in the Year Two Thousand and Seven and of the Independence of the United States of America the Two Hundred and Thirty-First.

ATTEST:


SECRETARY OF STATE



APPENDIX D

The Strategic Plan and Code of Conduct

STRATEGIC PLAN

Vision

A fully coordinated human services transportation system for the State of Arizona that efficiently and effectively serves all people with special needs transportation, uses all available local, regional, and statewide resources, is easy to access, and contributes to a livable community, a vital economy, and a healthy environment.

Mission, Goals, Objectives, and Actions

The Arizona Rides Executive Council is a strong network of State agencies, transportation providers, human service professionals, and policy makers who understand the issues involved in coordinated human services transportation with a three-year mission to:

(M1) Promote the statewide coordination of special needs transportation

- (G1) Council is comprised of active members appointed by the Governor from Arizona human service programs
 - (O1) Council membership is in accordance with Arizona Executive Order 2005-16 by November 2006
- (G2) Review and update the state action plan annually
 - (O1) Ensure the state action plan reflects current issues
 - (O2) Identify problems and concerns with completing actions
 - (O3) Form sub-committees as necessary

(M2) Provide a forum to discuss local, regional, and statewide coordinated transportation issues and initiate solutions

- (G1) Hold quarterly local public meetings
 - (O1) Minimum of a Council membership quorum in attendance
 - (O2) In accordance with Roberts Rules of Order Newly Revised (10th ed.)
- (G2) Coordinate and resolve locally-identified transportation-related issues
 - (O1) Provide grant funding resources for a minimum of seven annual regional (COG area) coordinated transportation meetings between human service providers and ADOT-PTD
 - (O2) Use UWR: Framework for Action meeting format
 - (O3) Prioritize issues to be addressed
 - (O4) Form sub-committees as necessary

(M3) Provide oversight and direction to the State's coordinated transportation effort

- (G1) Frame policy affecting state, regional, and local actions in the area of coordinated human services transportation
 - (O1) Establish standards for coordinated transportation practices, service/cost performance, and funding

- (O2) Simplify operating requirements without compromising safety in order to foster coordination
- (O3) Streamline and standardize the administrative and reporting requirements of each funding source without violating federal requirements
- (O4) Establish Arizona Rides relationship policy for 5310 elderly and persons with disabilities transportation program, 5311 rural public transit program, 5316 Job Access Reverse Commute (JARC) program, and 5317 New Freedom program by December 2006
- (G2) Address resource requirements to promote the development of a coordinated human service transportation system
 - (O1) Identify annual resources through regional grant assistance
 - (A1) UWR: Framework for Action consultant/facilitator(s) by September 2006
 - (A2) FY 07 5310 applications show coordinated transportation efforts by March 2007
- (G3) Identify grant resources to implement the state Action Plan adopted in December 2005
 - (O1) Implementation of the Action Plan complete by December 2006
- (G4) Lead and encourage regional councils to develop coordinated 5310 capital assistance applications
 - (O1) Twenty-five (25) percent of Section 5310 (Elderly and Disabled Transportation) applications submitted to ADOT shall include a coordination component.
- (M4) Provide the State's legislature with Arizona Rides outcomes and propose statutory recommendations
 - (G1) Report annually to the Governor's Office and State legislature and propose statutory recommendations as necessary
 - (O1) Have Council representation at each legislative session for FY07, FY08, and FY09

CODE OF CONDUCT

All Council participants will:

1. Work collaboratively to achieve excellence through building the power of the Council rather than the power of any individual member.
2. Not engage in any activity that may create a conflict of interest for the Council or for themselves.
3. Use consensus decision-making for the promotion of a common understanding.
4. Analyze and solve problems using a "no fault, no blame" problem-solving approach.
5. Will comply with all applicable laws, rules, and regulations.